



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

Applications must be forwarded to: The HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

PLEASE NOTE:

A completed and signed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of **three referees** and contact details), certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should submit application documents for each post. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

CLOSING DATE: 14 February 2020 at 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualifications and employment verifications. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to appoint and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.

**Post: Project Manager Centre of Capital Infrastructure & Efficiency Grant.
Central Office - Ref: ORB01/2020.
SL9 (R356 289 per annum plus 37% in lieu of benefits
Three (3) years fixed term contract**

Requirements, experience and skills

- An appropriate Bachelor's degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction.
- At least three (3) years' experience in managing construction projects.
- A postgraduate qualification will be an added advantage.
- A valid driver's license
- The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements.
- Knowledge risk management experience in projects.
- Good communication; written and spoken skills.
- Proficiency in analyzing and solving problems related to projects.
- Outstanding human relation skills and the ability to work with and lead a team in gathering help needed in developing project plans.
- Ability to pay attention to detail as well as tested organizational skills.
- Strong knowledge and expertise in using modern information and technology to ensure completion of projects.
- Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc).
- Knowledge of procurement processes.

Duties and responsibilities:

- The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects.
- Responsible for the flow of information from the College level project supervisor (the organizational point where the service/projects is requested) to the team regarding the project in the Department of Higher Education.
- Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met.
- Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard.
- Regularly update information on the project management tools.
- Make arrangements for each project completion based on specifications.
- Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstances, and in a responsive circumstance using leadership and management expertise.
- Plan, commence, execute, supervise, and roundup assigned projects.